

# CERTIFICATIONS

## *Frequently Asked Questions 10/12/2008*

**Question** - My EMT-B certification expired on October 1, 2008. I turned in my in-service hours on September 25, 2008 when will I get my certificate showing I am renewed?

**Answer** – you can expect it to take 4 weeks to process and verify the information, print and mail the certificate to you.

**Question** - In July 2007, my EMT-B certification expired. Due to my job (not as an EMT), I was unable to get my continuing education hours needed to keep my certification current. Can you tell me if I would have to go through an entire training program again to be re-certified, or can I just take exams and re-apply? I am changing jobs, so I will now be able to keep up the continuing education hours. What do I do?

**Answer** - You would have to apply for recertification to the State certification section for permission to take the written test. You would also have to successfully complete all of the practical skills examination. (Re: 836 IAC 4-4-2)

**Question** - I've been an Instructor II/III forever. I am certified thru 2011, just recertified. So what am I allowed to teach and what can I proctor? I am certified as Master FF but never did the FF1 or FF2 crossover.

**Answer** – As an Instructor II/III you are allowed to teach any class you desire. As an Instructor II/III you are allowed to teach any certification class you desire and believe you are competent to teach.

You are not allowed to serve as an evaluator unless you have expertise in that area. Example if you are not a rope person you should not do an evaluation of a rope rescue technician course. As an Instructor II/III you may serve as a proctor for any fire certification written test. (Re: 655 IAC 1-1-6.1)

**Question** - Our county has an active trainers association and I'd like to pitch in a little more, even at my advanced age of 49. But, I want to do it right. How do I get involved?

**Answer** – Your county trainer association is a local organization. The State is aware many of these organizations contact the local trainers association to see how they need help.

**Question** - I've got a firefighter who went through the 1-2 class last fall. He passed all skills exams, but did not pass the test on the first or second try. By my calculations, he's got one more chance to take (and pass) the written test before he has to retake the whole class. My question is on the last written test, what is the timeframe in which he has to take it by? Also, does his skills exams "expire"?, or are they still good? If his skills are still good, can he just challenge the test without retaking the whole class? I've tried searching through the code to find answers to my questions, but I'm having a hard time finding them. My apologies, I'm a fairly new instructor and just want to make sure I get things right. More importantly, I don't want to screw things up for this firefighter who's trying to get his cert.

**Answer** – He must take the test within 90 days in order to fall under the original course number. When the student is preparing for the next written test makes sure the firefighter candidate studies the objectives and find the answers to the chapter objectives. Each test question is validated to the book and to the objective in each chapter. Skills examinations are valid for 90 days from the date you took the skills examinations. The student does not have to retake a class until he fails the written test for the 3<sup>rd</sup> time. (Re: 655 IAC 1-1-12)

**Question** - I'm a former firefighter master certified in 3 disciplines. For some odd reason, which I ask myself everyday why, I left the state in 2002 to come down to Alabama. While Alabama is OK, it is still quite a different world down here and I am really homesick, more so recently than in the past. The question I have, since I am hoping there is a chance that I might be able to return to Indiana, preferably as a firefighter, is how would I go about re certifying, if it is even possible? Any help or insight that you could give would be greatly appreciated. I am also a former paramedic.

**Answer** – the First Class and Master certifications remain valid under Indiana law. The local jurisdiction will determine if they accept the State Master certifications as part of an employment application process. If you want current certifications that would enhance your ability to gain employment you would have to at the minimum pass the practical examination and attain a score of 70% on the written test. (*Re: 655 IAC 1-2.1-5*)

**Question** - Where is my certification? I mailed in my certification last week and still have not received it.

**Answer** – at this time it is taking about 4 weeks from the time we receive your course information. That time is impacted by many factors that includes have the Instructors completed and submitted all of the paperwork. If you have not completed your practical skills then your written test results will not be posted.

**Question** - I need an extension on my EMT-B certification. The Medical Director is out of town and my book will be late. What can I do?

**Answer** – there is no legal basis to grant an extension of your certification. If you are operating in the field after your expiration date and you have not submitted your renewal certification you are violating Indiana law. You can submit your materials on time without all of the documentation. We will send you a letter requiring you to provide the missing information. You will have about 2 weeks to chase down the “medical director”: before we send you a “Dear Former” letter. (*Re: 836 IAC 4-4-1 (f)*) An individual who fails to comply with the continuing education requirements described in this article shall not exercise any of the rights and privileges of an emergency medical technician and shall cease from providing the services authorized by an emergency medical technician certification as of the date of expiration of the current certificate.

**Question** - I am a Primary Instructor. I have finished my testing but I do not have my certification. When will it be arriving?

**Answer** – After you submit the complete list of pre-requisites your PI course application and completed internship. The amount of time it takes to complete this will depend on the affiliation criteria of your training institution and the pace that you move thru their minimum standards. You must complete one year of teaching under the supervision of a Primary Instructor. (*Re: 836 IAC 4-5-2*)

**Question** - I submitted my criminal documentation and that was 6 months ago and I have not heard anything yet. When will I get an answer?

**Answer** – If you checked the box that indicates you have been convicted of a felony an investigation is conducted that may take at least a month to start. You should not wait for any longer than one month if you have not heard from us or received written communications from us. (*Re: 836 IAC 4-4-2*)

**Question** - I am writing because I sent my first responder in service re cert form (Certification number is LP FR\*\*\*\*\*) into your department the last week of July of this year. I used USPS the form was delivered at 10:06 AM on July 25, 2008 in INDIANAPOLIS, IN 46204 per USPS (700621\*\*\*\*47639141). I understand that you have to handle many fire and EMS certifications monthly and can understand your possible delay. However, I am concerned because my existing certification expires on 09/30/2008 just two weeks away. I have held my certification for many years so that I can serve my community as a Fireman/First Responder and also as a Reserve xxxxx County Sheriff Deputy. I just want to be able to continue to serve my community as best that I can and in as many ways that I am capable.

**Answer** – if you have not heard from us after submitting an application for certification or recertification within six weeks you should email the office at [jbuckman@dhs.in.gov](mailto:jbuckman@dhs.in.gov)

**Question** - Can you confirm that you received my in service hours and that I am in good standings so I can submit them to my provider so I can continue to serve my community. I am sorry for the inconvenience and appreciate your assistance with this.

**Answer** – we will not confirm that you have submitted your're in service hours. If maintaining your certification is critical to your continued employment you should submit the application for recertification at least six weeks before the expiration date. YOU should keep a copy of the in-service sheets you submitted. Send the sheet(s) certified mail with a return receipt. Keep the copy and the receipt together and available until you receive your updated status from us.

**Question** - I am a 15 year Advanced EMT with the State of Indiana. I left the EMS Service in 2006 and am interested in returning in the next few months. My certification renewal is October and I was wondering what all I have to do to recertify as I currently do not have a medical director. There are refresher courses available in October, but I am not sure what I need to do since I currently am not affiliated with an EMS organization.

**Answer** – (Re: 836 IAC 4-4-2) (g) An individual wanting to reacquire a certification shall: (1) complete an emergency medical technician recertification training course as approved by the commission; and (2) successfully complete the state written and practical skills examinations as set forth and approved by the commission. If the individual fails either certification examination, the person must retake an Indiana basic emergency medical technician training course.

**Question** - I'm certified as an Advanced EMT but currently am not working anywhere. Does that mean I default back to a Basic? I wanted to join a volunteer fire dept but I believe they are only a basic non-transport provider.

**Answer** - You can operate at the EMT-B level until you affiliate with a provider that provides Advanced level care. You can operate at the EMT-B level only because the affiliated organization does not have the certification or equipment to function at the EMT-A or EMT-I level.

## **John M. Buckman III, CFOD, GiFire**

Chief

Indiana Firefighter Training System

Fire and EMS Certification

302 W. Washington Street Room E-208

Indianapolis, IN 46204

Direct 317-417-3695

Email [jbuckman@dhs.in.gov](mailto:jbuckman@dhs.in.gov)

[www.in.gov/dhs](http://www.in.gov/dhs)